

CITY PARK USE/SHELTER RENTAL INFORMATION

Thank you for your interest in renting a shelter in one of Boulder's city parks. In order to confirm a reservation; please come to the Parks and Recreation Administration Office, 3198 N. Broadway, just north of the North Boulder Recreation Center, or call 303 413-7200 (by FAX with Credit Card payment only). Payment of the rental fee and security deposit by VISA, MasterCard, check or cash are accepted to confirm your reservation. **Reservations are taken, from 8:00 a.m. to 5:00 p.m. Monday through Friday.**

Reservations for city park shelters are accepted *nine* months in advance to the date. Large group use at any city park is accepted *nine* months in advance. Due to popular and multiple uses, **Chautauqua lawn use permits will be issued up to 5:00 pm only.** If the day you wish to reserve falls on a weekend, the reservation is taken on the corresponding Friday before. Reservations completed in person will be given priority over faxed or mailed requests. A signed contract and full payment of the fees/deposits are needed to complete the reservation.

For the use of an Athletic field, tennis court, volleyball court, etc. please contact our Sports office at 303 441-3429. For the use of the [Boulder Reservoir](#) facilities call 303 441-1806.

Please note: **Salberg Park building** —As of September 1, 2006 reservations for the Salberg Park building are no longer accepted due to the increase in recreational class use. [Indoor rooms for parties and meetings](#) are available at all three [recreation centers](#).

Parks with shelters available for rent are listed on page 2, along with an inventory of picnic tables, grills, restrooms, surrounding recreational commodities, etc. A [map](#) of all city parks with information about size and accommodations is also available on this website.

Some of the questions we are asked most often are:

1. **What is the hours and cost for renting a shelter?** See page 3.
2. **Is alcohol allowed in the City parks?** See page 5.
3. **How many people does the shelter hold?** See page 2.
4. **Are tents/canopies allowed?** See page 4. Due to the possible damage to the turf and sprinkler/irrigation systems we have established some guidelines.
5. **What about changes and cancellations or weather policies?** See page 4.
6. **What if I just want to have a picnic and/or large group in a neighborhood park?** See page 6.

CHAUTAUQUA RESERVATIONS/REQUEST CONTACTS:

Chautauqua Arbor (picnic shelter behind auditorium) - Chautauqua Association @ 303-442-3282

*Chautauqua Meadow (below the Flatirons) - **Not available for permits.***

Chautauqua Dining Hall 303 440-3776 Box Office 303 440-7666

PARK SHELTER RENTALS

RENTAL PERIOD May 1 - September 30

EBEN G FINE PARK SHELTER **3rd & Arapahoe - 100 people maximum**

- "Covered" Picnic tables for about 50 people
- Restrooms (Wheelchair accessible)
- Playground equipment
- Bldr Creek Path access
- No electricity or lights

MARTIN PARK SHELTER-100 people max. **36th & Eastman (near TableMesa & Bdwy)**

- "Covered" Picnic tables for about 20 people
- Restrooms (Wheelchair accessible)
- Playground equipment
- 2 grills by shelter
- Tennis courts
- Ballfield nearby - reserve thru Sports @ 303 441-3410
- No electricity or lights

NORTH BOULDER PARK SHELTER **9th & Dellwood - 250 people maximum**

- "Covered" Picnic tables for about 40 people
- Restrooms (Wheelchair accessible)
- Playground equipment
- 1 grill
- Ballfields nearby -
reserve thru Sports @ 303 441-3410
- No electricity or lights

TOM WATSON PARK - 6180 N. 63rd ST.
is currently under contract for construction.
No Reservations are being accepted as of
July 1, 2006 thru Sept 30, 2006

- "Covered" Picnic tables for about 40 people
- Restrooms (Wheelchair accessible)
- Playground equipment
- 6 grills
- Tennis courts
- Volleyball court
- No electricity or lights

SALBERG PARK BUILDING **3045 - 19th St. (19th & Elder)**

No longer available for private use.

As of Sept 1, 2006 reservations are no longer being accepted due to the increase in recreational class use.

Indoor rooms for parties and meetings are available at the North Boulder Recreation Center and the East Boulder Community Center.

Note:
There are no accessible electric outlets in any of our city park. If you have a special need for electricity please call our office 303 413-7200.
The lights in the parks are for security purposes.

TERMS AND CONDITIONS FOR PARK FACILITY BUILDING

1. Locations and Fees:

CITY PARK SHELTER RENTAL FEES-2006

PARK SHELTER	RESIDENT	NON-RESIDENT	SECURITY DEPOSITS
	Time Block*	Time Block*	
Eben G Fine Park – 100 people max	\$50	\$65	\$100
Martin Park – 100 people max	\$50	\$65	\$100
North Boulder Park - 250 people max	\$50	\$65	\$100
Tom Watson Park - 7/1/06 under construction			\$100
			\$100

* Time blocks - 11:00 a.m. - 3:00 p.m.
5:00 p.m. - 9:00 p.m.

--Only one time block per group per day--

2. In order to confirm a reservation, please come to the Parks and Recreation Administration Office, 3198 N. Broadway, just north of the North Boulder Recreation Center, or call 303 413-7200 ((by FAX with Credit Card payment only). Payment of the rental fee and security deposit by check, cash or credit card, are accepted to confirm your reservation. **Reservations are taken from 8:00 a.m. to 5:00 p.m. Monday through Friday.** Reservations are accepted *nine* months in advance, for all City parks & picnic shelters, and *three* months in advance, for the Salberg Building.
3. The schedule of activities and recreation programs, as established by Parks and Recreation, will always take precedence for any facility use.
4. Raising funds, charging admission, or private training for pay are not allowed in city parks.
5. No permit shall be issued except upon satisfactory assurance that the use of the facility will be under the direct supervision of an adult.
6. Alcoholic beverages are prohibited in the park unless you have an alcohol permit. **Permit holder must be a city resident.** Residency is verified by a current Colorado Drivers License or ID and currently postmarked official mail (utility, water, phone or current tax statement). **Groups must obtain an alcohol permit no more than 90 nor less than 15 days before the day for which the permit is issued.** See Guidelines on page 5.
7. No glass containers allowed in any of the city parks. The throwing of rice, bird seed, flower petals, confetti, grass seed, etc., is prohibited in any of the city parks.
8. Use of live bands or amplification is *restricted to the Central Park and Library Lawn areas*. Applicants must comply with the Noise Ordinance Number 3554 and may be charged an additional fee for the services of the Noise Control Officer. You must obtain a "Special Use Permit". Contact Andie Hancock at 303 413-7210 for this permit.

9. Facilities must be left in a clean and orderly condition. Picnic tables, grills, chairs, and other equipment must be replaced in their original location. Applicant will be required to pay for all damage, loss, and cost of excessive cleanup.
10. No chairs, tables, or other equipment will be furnished by the Parks and Recreation Department other than those normally stocked at each facility.
11. All city park shelters close at 10:00 p.m. **The Chautauqua lawn area will close to large groups at 5:00 pm.**
12. Decorations will be permitted as long as no physical damage is incurred to the facility or the furnishings and they are removed at the conclusion of the activity. Under no circumstances are signs to be nailed, pinned, or stapled to any shelter, tree or park signs.
13. **Tents** can be erected with the use of a stake no longer than 6 inches, sand or water weights. Recreational activities that damage native vegetation are prohibited in city park areas. Climbing walls, dunk tanks, and bounce castle/inflatable are restricted to use at Tom Watson Park and the Boulder Reservoir. Call the Boulder Reservoir at 303 441-1806 for picnics and event information.
14. The Superintendent or Manager of Parks and/or Recreation (or agent of either) reserves the right to change the provisions of this contract.
15. Groups with permits **must remove their own trash** from the park, depositing the full trash bags in the dumpsters provided at that site (if any) or take that trash with them.
16. **Fires** are allowed in the designated metal grills provided by the Parks and Recreation Department. You may bring your own charcoal or UL-listed gas grill with a propane-fuel, maximum of 20 lb bottle mounted upright, to a City Park. The Fire Department recommends that all grills be located at least 10 feet from the nearest combustible structure, be attended by an adult at all times and to have an all-purpose (ABC-type) fire extinguisher on hand. City issued Fire Bans will restrict use of open flames.
17. If you have any conflicts during your event and Parks and Recreation Department personnel are not present, please contact the City dispatch department at **303 441-3333**.
18. **Deposits:** Deposits will be processed the week after your event and mailed within 30 days. Credit card payments will be refunded to the original credit card used.
19. **Cancellation Policy:** One-half of the fee will be refunded if cancellation is 15 days or more before the scheduled date. If your reservation is canceled 14 days or less before scheduled date, no refund will be issued.
20. **Change Policy:** City Park reservations can be changed, (at no extra charge) providing the dates are available, and do not interfere with any other function.
21. **Weather Policy:** All shelter rentals are picnic tables under a shelter for protection from inclement weather.
NO REFUNDS are given due to inclement conditions. **HOWEVER**, if space/time is available, we will be happy to reschedule your reservation. **TO RESCHEDULE, YOU MUST CALL** our office @ **303 413-7200**, the first business day after your scheduled event.

Ordinance 8-3-14 states that no person shall organize, promote, or stage a recreation, athletic, or social event intended for or which can reasonably be expected to draw an attendance of fifty (50) or more participants and spectators in any park, parkway, recreation area, or open space without first obtaining a permit from the city manager under this section.

GENERAL GUIDELINES FOR ALCOHOL PERMITS

1. Alcohol permits are available **ONLY** for ballfields, Boulder Reservoir, Central Park, Chautauqua Park green/lawn area, East Boulder Community Park, Harlow Platts Park, Library Lawn, Pleasantview Fields, Scott Carpenter Park, and specified parks with a shelter rental.
2. Permits holders must be a **City of Boulder resident and 21 years of age**, with valid identification. All participants must be at least 21 years of age or accompanied by a parent or guardian.
3. Permits must be obtained no more than 90 nor less than 15 days before the day for which the permit is issued. **No glass containers are permitted.**
4. Permit hours:

city parks, 9:00 a.m. to 9:00 p.m.
ballfields, 9:00 a.m. to 11:00 p.m.
5. There is a **three hour limit** on alcohol permits, plus a **\$25 fee**.
6. **Alcohol security deposits are:**
 - a. **\$100:** For events with up to 100 participants
 - b. **\$200:** For events with **over** 100 participants
 - c. **\$200:** For events with up to 100 participants (**with a shelter rental**) (*\$100 alcohol + \$100 shelter deposit*)
 - d. **\$300:** For events with **over** 100 participants (**no shelter rental/park use permits**) (*\$200 alcohol + \$100 deposit over 50 people*)
 - e. **\$300:** For events with **over** 100 participants (**with a shelter rental**) (*\$200 alcohol + \$100 shelter deposit*)
7. Limitation on number of participants:

FACILITY	MAXIMUM NUMBER OF PARTICIPANTS
Ballfields: Stazio & Mapleton	50
Boulder Reservoir	250
Central Park	100
Chautauqua Park -Green/Lawn Area	100
East Boulder Community Park	250
Eben G Fine Park Shelter	100
Harlow Platts Park	250
Library Lawn	50
Martin Park Shelter	100
North Boulder Park Shelter	250
Pleasantview Fields	50
Scott Carpenter Park	100
Tom Watson Park Shelter	250

PERMITS FOR ORGANIZED EVENTS

Groups of 50 or more

Ordinance 8-3-14 states that no person shall organize, promote, or stage a recreation, athletic, or social event intended for or which can reasonably be expected to draw an attendance of fifty (50) or more participants and spectators in any park, parkway, recreation area, or open space without first obtaining a permit from the city manager under this section.

All city parks are open to the public. Usage of a certain area (excluding picnic shelter rentals) in a park is on a **first- come, first-serve basis**. A special use and agreement permit is required for all events, in any city parks, where there will be 50 or more participants or spectators.

A security deposit of either \$100 or \$200 is required, depending upon the size of your group. This request must be made in person, 14 days before the requested day, at the Parks & Recreation Administration Office, 3198 N Broadway, Boulder, CO, from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Alcohol permits are available for City of Boulder residents in the following parks:

Central Park

Chautauqua Park - green/lawn area only **(time restriction for large groups)**

East Boulder Community Park

Eben G Fine Park – shelter rental required

Harlow Platts Park

Library Lawn area - Peace Park

Martin Park - shelter rental required

North Boulder Park - shelter rental required

Scott Carpenter Park

Tom Watson Park - shelter rental required

Groups must obtain an alcohol permit no more than 90 nor less than 15 days before the day for which the permit is issued.